

SOUTHWEST FIRE ACADEMY		POLICY-600-003	
POLICY	SECTION: 600 - Procedures		
	TITLE: Non-Discrimination Policy		
	Date Approved: August 7, 2015		Revision Dates:
Subject: Policy Intent and Application			
Scope: This Policy applies to all employee's and students of the Southwest Fire Academy			
Purpose: The Policy applies to complaints of harassment or discrimination that have occurred on Southwest Fire Academy campus or at a one of our events and involve our students or staff. All of Southwest Fire Academy students and staff have a right to study and work in an environment free of harassment. This document sets out our policy on harassment or discrimination involving our students, defines the prohibited behaviours, and outlines our investigative processes for harassment.			
Procedure: Southwest Fire Academy prohibits discrimination against and harassment or discrimination of any employee, student or visitor because of race, colour, national or ethnic origin, age, religion, disability, sex, sexual orientation, gender identity and expression, veteran status or any other characteristic protected under applicable law. All personnel are charged to support this effort and to respond promptly and appropriately to any concerns that are brought to their attention.			

Where a complaint has been made, under this Policy, SFA will take all reasonable steps to investigate it, including as follows:

1. Provide on-campus investigation procedures to students and staff for complaints
2. Respond promptly to any complaint and providing reasonable updates to the complainant and the respondent about the status of the investigation
3. Assist students or staff who have experienced harassment or discrimination in obtaining counselling and medical care if required
4. Providing students or staff who have experienced harassment or discrimination with appropriate academic or other accommodation
5. Providing students who have experienced harassment or discrimination with information about reporting options

Reporting and Responding to Harassment or Discrimination:

Students, faculty and staff of SFA will take all reasonable steps to prevent harassment or discrimination involving our students on our campus or events by reporting immediately to the SFA President if our students have been subject to, or they have witnessed or have knowledge of harassment or discrimination involving our students, or have reason to believe that harassment or discrimination has occurred or may occur which involves our students.

Subject to paragraph 7 below, to the extent it is possible, the SFA President will attempt to keep all information disclosed confidential except in those circumstances it believes an individual is at imminent risk of self-harm, or of harming another, or there are reasonable grounds to believe that others on our campus or the broader community are at risk.

SFA recognizes the right of the complainant to determine how her or his complaint will be dealt with. However, in certain circumstances, SFA may be required by law or its internal policies to initiate an internal investigation and/or inform police without the complainant's consent, if it believes the safety of members of its campus or the broader community is at risk.

Investigating Reports of Harassment or Discrimination:

A complaint of harassment or discrimination may be filed under this Policy, by any student of SFA in writing. Upon a complaint of alleged harassment or discrimination being made the SFA President will initiate an investigation, including as follows:

1. Determining whether the incident should be referred immediately to police;
2. Meeting with the complainant to determine the date and time of the incident, the persons involved, the names of any person who witnessed the incident and a complete description of what occurred;
3. Interviewing the complainant, any person involved in the incident and any identified witnesses;
4. Interviewing any other person who may have knowledge of incidents related to the complaint or any other similar incidents;

5. Informing the respondent of the complaint, providing details of the allegations and giving the respondent an opportunity to respond to those allegations;
6. Providing reasonable updates to the complainant and the respondent about the status of the investigation; and
7. Determining what disciplinary action, if any, should be taken.

Disciplinary Measures:

If it is determined by SFA that a student has been involved in harassment, immediate disciplinary or corrective action will be taken up to and including termination of employment of instructors or staff or expulsion of a student.

In cases where criminal proceedings are initiated, SFA will assist police agencies, lawyers, insurance companies, and courts to the fullest extent.

Where criminal and/or civil proceedings are commenced in respect of allegations of harassment or discrimination SFA may conduct its own independent investigation and make its own determination in accordance with its own policies and procedures.

Making False Statements:

It is a violation of this Policy for anyone to knowingly make a false complaint of harassment or discrimination or to provide false information about a complaint. Individuals who violate this policy are subject to disciplinary and / or corrective action, up to and including termination of employment of instructors or staff or expulsion of a student.

Reprisals:

It is a violation of this Policy to retaliate or threaten to retaliate against a complainant, acting in good faith, who has brought forward a complaint of harassment, provided information related to a complaint, or otherwise been involved in the complaint investigation process.

Review:

This policy will be reviewed every three years.

References:

1. Section 21 Guidance Notes
2. Ministry of Colleges and Universities
Ontarians with Disabilities Act

Notes: